

Class Code 3018/Nonexempt  
Position Title Assistant Supervisor  
Working Area Planning and Development  
Effective Date October 1, 2002



## **JOB DESCRIPTION**

### **Scope**

Supervisory and administrative support to a mid-level manager.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Create, process and track agenda documents for public hearings for the Land Planning Agency/Planning and Zoning Commission, Board of Adjustment, and the Board of County Commissioners.

Coordinate project entry, project review, and project routing process. Maintain project management system including validity of data. Train employees to use the project management software. Recommend enhancements to the project management software and attend related training conferences.

Create and update reports for current projects including orders, agreements, and ordinances.

Supervise and train customer service support staff. Schedule and coordinate work flow.

Provide administrative support to division manager. Provide customer service for both internal and external customers.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Extensive knowledge of Business English, spelling, punctuation, and arithmetic. Knowledge of personal computers and appropriate software used in an office environment. Project application software knowledge is preferred.

Strong leadership and supervisory capabilities. Meet and deal effectively with internal and external customers. Communicate well orally and in writing.

#### **Education**

Associate's Degree in secretarial or office management and two (2) years experience with some supervisory preferred.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Working Conditions**

The work environment for this position is a general office setting either sitting at a desk or table. Regular use of a computer provides exposure to radiant or electrical energy.